



Purpose

Use this procedure to enroll a newly hired employee or make changes within the approved timeframe.

Prerequisites

- New Hire action has been performed.
- Employee has completed and signed all necessary enrollment forms.

Menu Path

Use the following menu path(s) to begin this transaction:

- Human Resources ➔ Personnel Management ➔ Benefits ➔ HRBEN0001-Enrollment

Transaction Code

HRBEN0001

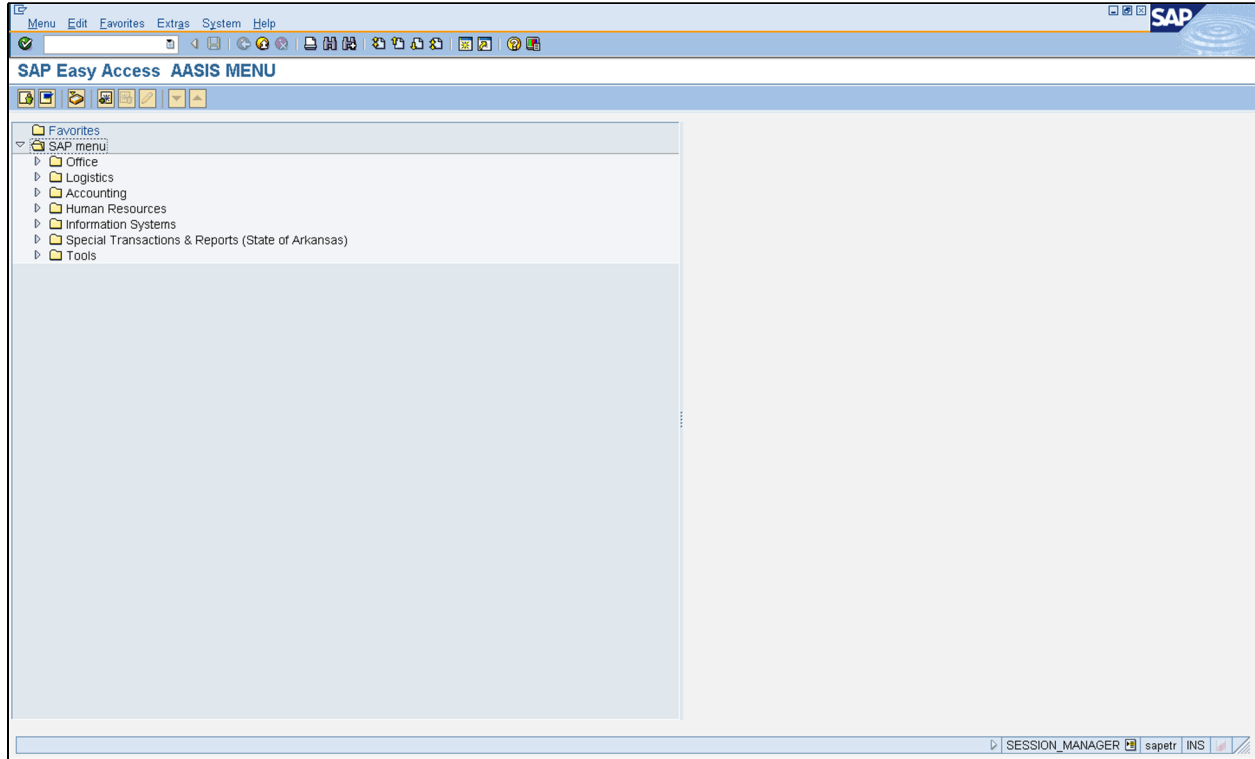
Tips and Tricks

- The Adjustment Reason for New Hire Enrollment (IT0378) is automatically created after the Hire action (PA40) is processed.
- The Adjustment Reason for New Hire Enrollment (IT0378) start date is the same as the employee's hire date.
- If dependents are to be enrolled in the employee's health plan, create each dependent using transaction code PA30, Family Member/Dependent (IT0021).
- Create the Family Member/Dependent (IT0021) record with the required start date of the 1st of the month in which the event occurred.

Procedure

1. Start the transaction using the menu path or transaction code.

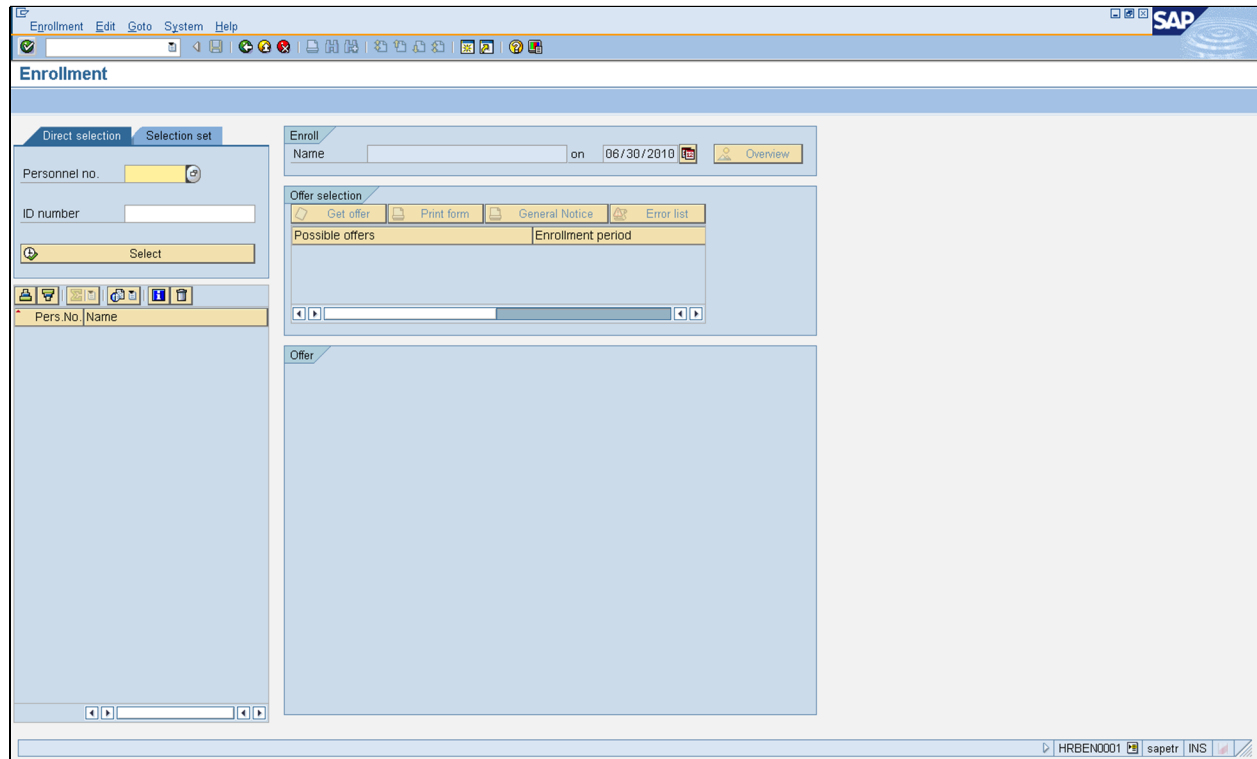
SAP Easy Access AASIS MENU



2. As required, complete/review the following fields:

Field	R/O/C	Description
Command Field	Required	Enter Enrollment transaction code. Example: HRBEN0001

Enrollment

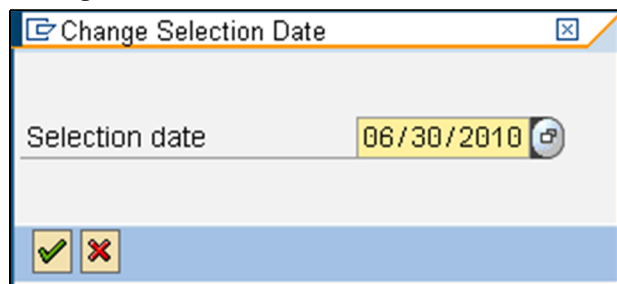


3. As required, complete/review the following fields:

Field	R/O/C	Description
Personnel no.	Required	Enter personnel number of employee to be enrolled. Example: 2809

4. Click 'Change Date' .

Change Selection Date



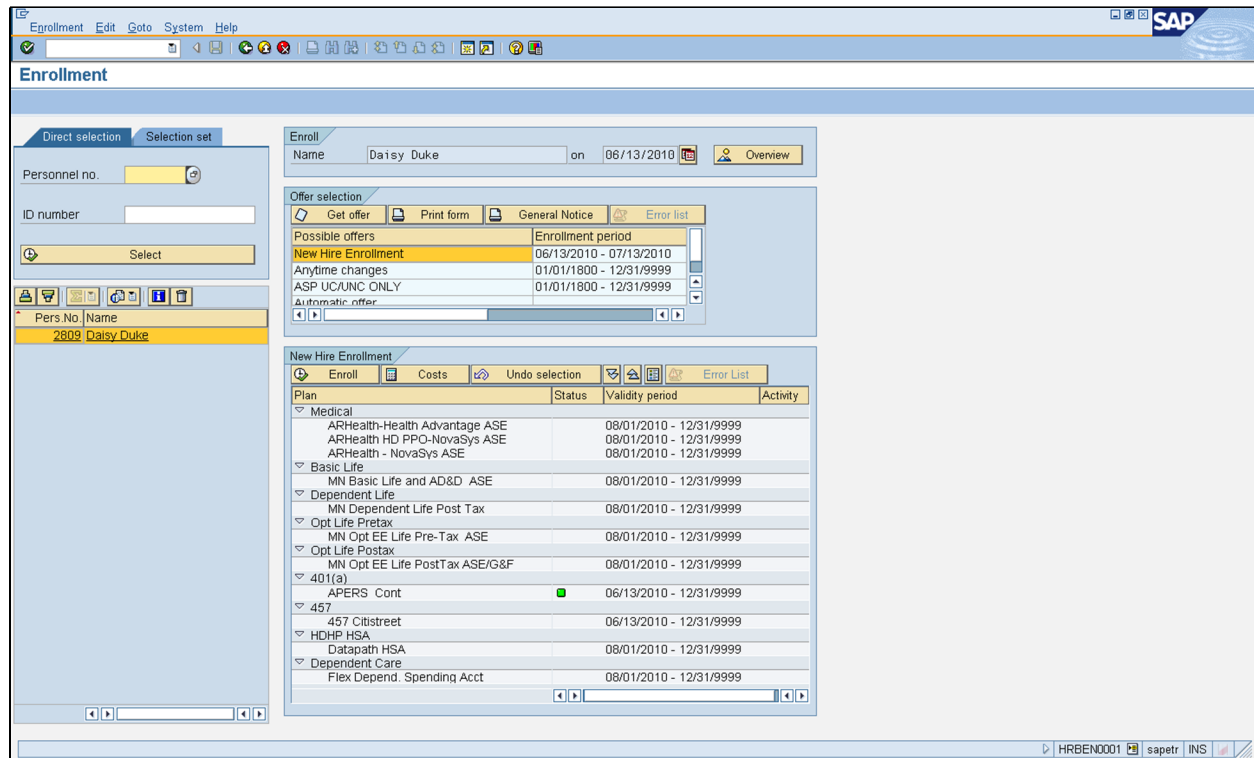
5. As required, complete/review the following fields:

Field	R/O/C	Description
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Selection date	Required	Change the date to the employee's hire date. Example: 06/13/2010
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- Click **Continue** .

Enrollment



The screenshot shows the SAP Enrollment transaction for employee Daisy Duke. The 'Offer selection' section is active, displaying a table of possible offers. The 'New Hire Enrollment' offer is highlighted, with an enrollment period from 06/13/2010 to 07/13/2010. Below this, the 'New Hire Enrollment' details are shown, including a list of medical plans and their validity periods. The 'Medical' plan is expanded, showing options like ARHealth-Health Advantage ASE, ARHealth HD PPO-NovaSys ASE, and ARHealth - NovaSys ASE.

Plan	Status	Validity period	Activity
Medical			
ARHealth-Health Advantage ASE		08/01/2010 - 12/31/9999	
ARHealth HD PPO-NovaSys ASE		08/01/2010 - 12/31/9999	
ARHealth - NovaSys ASE		08/01/2010 - 12/31/9999	
Basic Life			
MN Basic Life and AD&D ASE		08/01/2010 - 12/31/9999	
Dependent Life			
MN Dependent Life Post Tax		08/01/2010 - 12/31/9999	
Opt Life Pretax			
MN Opt EE Life Pre-Tax ASE		08/01/2010 - 12/31/9999	
Opt Life Posttax			
MN Opt EE Life PostTax ASE/G&F		08/01/2010 - 12/31/9999	
401(a)			
APERS Cont		06/13/2010 - 12/31/9999	
457			
457 Citistreet		06/13/2010 - 12/31/9999	
HDHP HSA			
Datapath HSA		08/01/2010 - 12/31/9999	
Dependent Care			
Flex Depend. Spending Acct		08/01/2010 - 12/31/9999	

- Double-click *Possible offers* text box **New Hire Enrollment**.
- Click the employee's desired medical plan. **Example:** ARHealth - NovaSys ASE tree item ARHealth - NovaSys ASE.

Maintain Health Plan

Maintain Health Plan

Pers.No.

2809

Daisy Duke

Plan

ARHealth - NovaSys ASE

Start

08/01/2010

-

12/31/9999

☐ Stop participation in period

Option

Plan options

Health Plan Opt

OPT1 Standard ASE 1

Dependent Cover

EE1 Employee Only 1

Costs USD Monthly

Employee


96.36

☒ Deductions Pre-

Employer

0.00

Accept

- A pop-up box for the chosen plan will appear. Click **Accept**  **Accept**.

Enrollment

Enrollment Edit Goto System Help

Enrollment

Direct selection Selection set

Personnel no.

ID number

Select

Pers.No Name

2809 Daisy Duke

Enroll Name Daisy Duke on 06/13/2010 Overview

Offer selection

Get offer Print form General Notice Error list

Possible offers Enrollment period

New Hire Enrollment 06/13/2010 - 07/13/2010

Anytime changes 01/01/1800 - 12/31/9999

ASP UCA/INC ONLY 01/01/1800 - 12/31/9999

Automatic offer

New Hire Enrollment

Enroll Costs Undo selection Error List

Plan	Status	Validity period	Activity
Medical			
ARHealth-Health Advantage ASE		08/01/2010 - 12/31/9999	
ARHealth HD PPO-NovaSys ASE		08/01/2010 - 12/31/9999	
ARHealth - NovaSys ASE		08/01/2010 - 12/31/9999	✓
Basic Life			
MN Basic Life and AD&D ASE		08/01/2010 - 12/31/9999	
Dependent Life			
MN Dependent Life Post Tax		08/01/2010 - 12/31/9999	
Opt Life Pretax			
MN Opt EE Life Pre-Tax ASE		08/01/2010 - 12/31/9999	
Opt Life Posttax			
MN Opt EE Life PostTax ASE/G&F		08/01/2010 - 12/31/9999	
401(a)			
APERS Cont	■	06/13/2010 - 12/31/9999	
457			
457 Citistreet		06/13/2010 - 12/31/9999	
HDHP HSA			
Datapath HSA		08/01/2010 - 12/31/9999	
Dependent Care			
Flex Depend. Spending Acct		08/01/2010 - 12/31/9999	

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10. Select **Basic Life** insurance plan.

Maintain Insurance Plan

Maintain Insurance Plan

Pers.No.

2809

Daisy Duke

Plan

MN Basic Life and AD&D ASE

Start

08/01/2010

-

12/31/9999

☐ Stop participation in period

Coverage

Insurance option and coverage

Insurance Optio

BL01 Basic EE Life Coverage

Basic Coverage

10,000.00

USD

Additional Unit

0 X

0.00

USD

Insurance Cover

10,000.00

USD

Costs USD Monthly

EE post-tax

0.00

Employer

0.00

Accept

✖

- Click **Accept** .

Enrollment

Enrollment Edit Goto System Help

Enrollment

Direct selection Selection set

Personnel no.

ID number

Select

Pers.No Name

2809 Daisy Duke

Enroll Name Daisy Duke on 06/13/2010 Overview

Offer selection

Get offer Print form General Notice Error list

Possible offers Enrollment period

New Hire Enrollment 06/13/2010 - 07/13/2010

Anytime changes 01/01/1800 - 12/31/9999

ASP UCA/INC ONLY 01/01/1800 - 12/31/9999

Automatic offer

New Hire Enrollment

Enroll Costs Undo selection Error List

Plan	Status	Validity period	Activity
Medical			
ARHealth-Health Advantage ASE		08/01/2010 - 12/31/9999	
ARHealth HD PPO-NovaSys ASE		08/01/2010 - 12/31/9999	
ARHealth - NovaSys ASE		08/01/2010 - 12/31/9999	✓
Basic Life			
MN Basic Life and AD&D ASE		08/01/2010 - 12/31/9999	✓
Dependent Life			
MN Dependent Life Post Tax		08/01/2010 - 12/31/9999	
Opt Life Pretax			
MN Opt EE Life Pre-Tax ASE		08/01/2010 - 12/31/9999	
Opt Life Posttax			
MN Opt EE Life PostTax ASE/G&F		08/01/2010 - 12/31/9999	
401(a)			
APERS Cont	■	06/13/2010 - 12/31/9999	
457			
457 Citistreet		06/13/2010 - 12/31/9999	
HDHP HSA			
Datapath HSA		08/01/2010 - 12/31/9999	
Dependent Care			
Flex Depend. Spending Acct		08/01/2010 - 12/31/9999	

HRBEN0001 sapetr INS

12. Continue to select the employee's desired plans.

Maintain Insurance Plan

Maintain Insurance Plan

Pers.No. 2809 Daisy Duke

Plan MN Opt EE Life Pre-Tax ASE

Start 08/01/2010 - 12/31/9999

☐ Stop participation in period

Coverage

Insurance option and coverage

Insurance Optio OL01 Optional Life ASE

Basic Coverage 0.00 USD

Additional Unit X 1,000.00 USD

Insurance Cover 1,000.00 USD

Costs USD Monthly

EE pre-tax 0.12

Employer 0.00

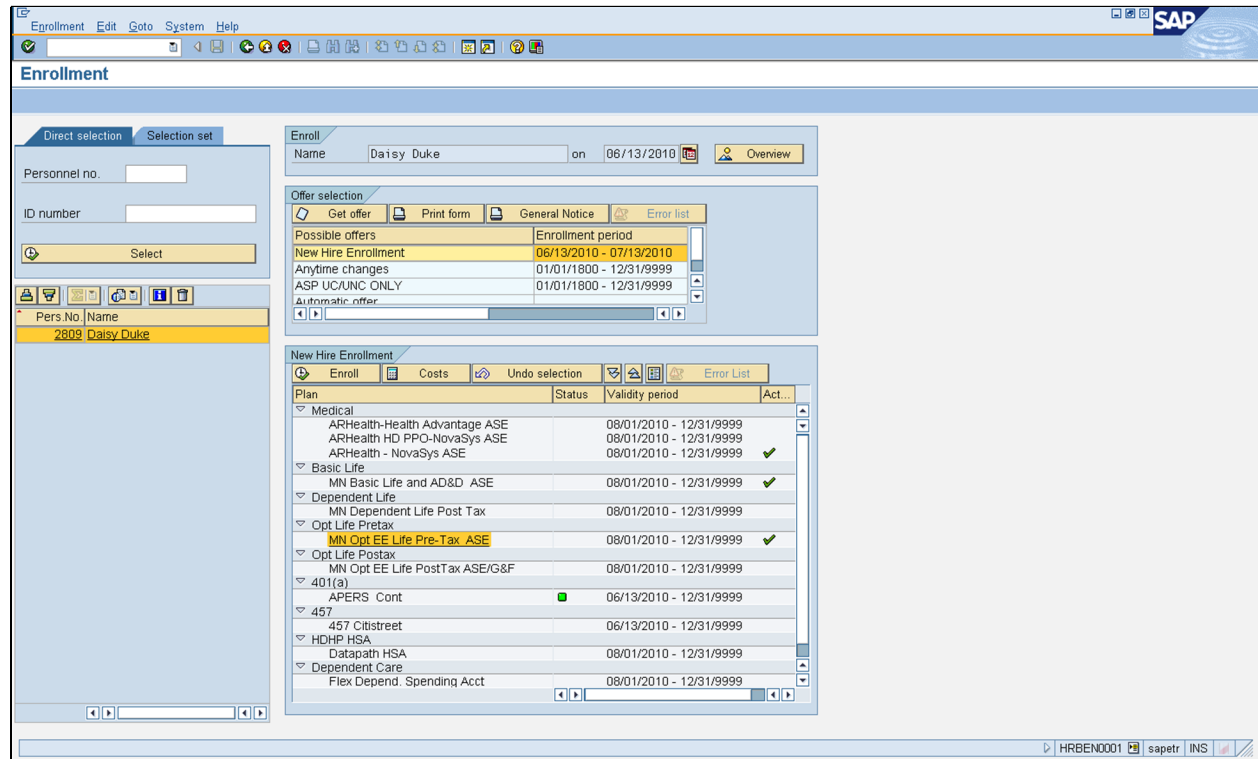
Accept

13. As required, complete/review the following fields:

Field	R/O/C	Description
Additional Unit	Required	Enter number of additional units that make up the total required coverage. Example: 2


14. Click **Accept** .

Enrollment




The screenshot shows the SAP Enrollment screen for employee Daisy Duke. The 'Enroll' button is visible in the top right corner. The 'Offer selection' section shows the enrollment period from 06/13/2010 to 07/13/2010. The 'New Hire Enrollment' section shows a list of selected benefit plans with their status and validity periods.

Plan	Status	Validity period	Act...
Medical			
ARHealth-Health Advantage ASE		08/01/2010 - 12/31/9999	
ARHealth HD PPO-NovaSys ASE		08/01/2010 - 12/31/9999	
ARHealth - NovaSys ASE		08/01/2010 - 12/31/9999	✓
Basic Life			
MN Basic Life and AD&D ASE		08/01/2010 - 12/31/9999	✓
Dependent Life			
MN Dependent Life Post Tax		08/01/2010 - 12/31/9999	
Opt Life Pre-tax			
MN Opt EE Life Pre-Tax ASE		08/01/2010 - 12/31/9999	✓
Opt Life Posttax			
MN Opt EE Life PostTax ASE/G&F		08/01/2010 - 12/31/9999	
401(a)			
APERS Cont	■	06/13/2010 - 12/31/9999	
457			
457 Citistreet		06/13/2010 - 12/31/9999	
HDHP HSA			
Datapath HSA		08/01/2010 - 12/31/9999	
Dependent Care			
Flex Depend. Spending Acct		08/01/2010 - 12/31/9999	

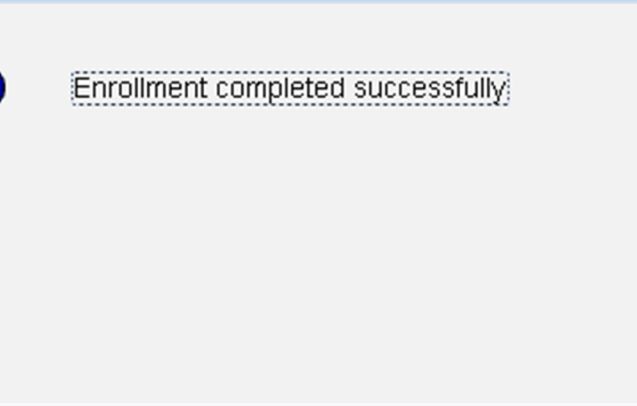
- Once all of the employee's benefit plans have been selected, click **Enroll** .

Confirmation of Selected Actions

[illegible]

- 18.** Click **Enroll**  to complete the process.

Desktop



The screenshot shows a window titled "Enrollment" with a close button in the top right corner. On the left side, there is a blue circular icon containing a white lowercase letter 'i'. To the right of this icon, the text "Enrollment completed successfully" is displayed within a dashed rectangular border. At the bottom of the window, there are two buttons: "Continue" and "Confirmation". The "Confirmation" button includes a small icon of a document with a checkmark.



19. Click **Continue** button  to complete the process.



Next Steps

To print a Confirmation letter displaying the employee's catch-up medical and/or life amounts, go to transaction **HRBEN0015**.



Summary

Select **Confirmation** to print a copy of the employee's elected benefit plans. Employees should receive a copy their confirmation letter within their 30 days of enrollment to ensure all plans have been entered correctly.